



Building Plan Review Tenant Improvement Plan Submittal Requirements

Log No: _____

Date: _____

Project name:		
Address/location:		
Contact person:		Phone #:

Building codes in use as of August 1, 2013:

2012 International Building Code (IBC), with local amendments
2011 National Electric Code
2012 International Plumbing Code (IPC), with local amendments
2012 International Mechanical Code (IMC), with local amendments
2012 International Residential Code (IRC), with local amendments
2012 International Fuel Gas Code (IFGC), with local amendments
2012 International Energy Conservation Code (IECC)
2012 International Fire Code (IFC) with local amendments
2012 International Existing Building Code
Americans with Disabilities Act (ADAAG) and ICC/ANSI A117

Provide complete sets of building plans and specifications. See “Building Plan Submittal Requirements”.

Item	Requirement
------	-------------

- | | |
|----|--|
| 1. | Draw plans legibly and to scale. |
| 2. | Include on the plans the building address, together with the suite number of the proposed tenant improvement. |
| 3. | Include a sheet index. |
| 4. | Building plans and specifications may require to be stamped by a State of Arizona registrant. All registrants' stamps shall be dated and signed. |
| 5. | Show occupant classification(s) for compliance with IBC section 302.1. |
| 6. | Show occupant load(s) for compliance with IBC section 1004.1. |

Item	Requirement
------	-------------

7. Building plans may require an exiting plan.
8. Building plans may require a narrative defining the actual scope of work (including processes) and actual materials in storage.
9. Show the type of construction for compliance with IBC section 602.1.
10. Show the building height and number of stories.
11. Show the building area.
12. Provide the minimum plumbing fixtures (including a service sink and drinking fountain) for compliance with IPC section and table 403.1.
13. Include a code summary of all fire resistance rated applications (if construction applications apply).
14. Address governing building codes (see page 1).
15. An electronic Hazardous Material Inventory Statement (HMIS) may be required. Please refer to the Chandler Fire Department "[Plan Review Guide for Building Plans](#)", p. 3 (this is on the Unified Development Manual website, Appendices to Section 5).
16. Submit plans to the Development Services Division if there will be modifications to existing systems affecting 20 or more heads, 40 or more feet of pipe or 40 or more pipe joints. These plans must be reviewed and approved prior to permit issuance.
17. Include the following Fire Department polices and forms on fire sprinkler plan review submittals:
 - _____ [Plan Review Guide For Fire Sprinkler Systems.](#)
 - _____ [Plan Review Guide For Building Plans.](#)
 - _____ [General Notes to the Contractor.](#)

Note: these documents are on the Unified Development Manual website, Appendices to Section 5.
18. Include the following Fire Department polices and forms on fire alarm plan review submittals:
 - _____ [Plan Review Guide for Fire Alarm Systems.](#)
 - _____ [General Notes Required on Drawings – Fire Alarm Systems.](#)

Note: these documents are on the Unified Development Manual website, Appendices to Section 5.
19. Include an architectural site plan showing the following:
 - _____ Site vicinity map with main arterial streets.
 - _____ Site plan with location of existing building and location of proposed tenant improvement.
20. Show the following on the building floor plan(s):
 - _____ All existing conditions, all new applications and all changes from existing plan approvals.
 - _____ The occupancy use for each room of area.
 - _____ Location of all walls with complete construction details from foundation to floor or roof sheathing of each wall type.

Item	Requirement
------	-------------

Note: Provide all fire resistance rated wall applications with complete detail(s) and data as noted on approved listing or prescriptive fire resistance provisions per IBC section 720.1. Provide two sets of listing reports on each listing application.

- | | |
|-------|--|
| _____ | Door identifications with schedules and specifications. |
| _____ | Door hardware schedule and specifications.
<i>Note: Locks and latches shall comply with IBC section 1008.1.8.3 and ADA/ADAAG for graspability requirements.</i> |
| _____ | Window identifications with schedules and specifications
<i>Note: Opening protectives shall comply per IBC section 715.1.</i> |
| _____ | Floor and wall finish specifications. |
| _____ | Locations of all permanent counters, cabinets, plumbing fixtures, miscellaneous equipment and furniture. |
| _____ | Complete details/sections addressing all building accessibility requirements (see page 6). |

21. Include a reflected ceiling plan.

22. Include mechanical plans showing all changes and new applications to original plan approvals.

- | | |
|-------|--|
| _____ | All existing conditions, all new conditions and all changes to original plan approvals |
| _____ | All new or relocated mechanical equipment shall be approved by a state registrant showing that existing structural conditions are adequate to support new imposed loads created by the new or relocated equipment. |
| _____ | Mechanical material specifications. |
| _____ | Equipment schedules. |
| _____ | A legend addressing all mechanical applications. |
| _____ | If using plenum as a duct system, address all code requirements for compliance with IMC sections 602.1 through 602.2.1.6. |
| _____ | Smoke detection systems shall comply with IMC sections 606.1 through 606.2.3. |

Commercial kitchen applications shall comply with the following:

- | | |
|-------|---|
| _____ | Hood ventilation ducts and exhaust equipment per IMC section 506.1. |
| _____ | Exhaust hoods per IMC section 507.1. |
| _____ | Make-up air per IMC section 508.1. |
| _____ | Fire suppression systems per 509.1. |

23. Include plumbing plans showing all changes and new applications to original plan approvals.

- | | |
|-------|---|
| _____ | All existing conditions, all new conditions and all changes to original plan approvals. |
| _____ | A legend showing all plumbing applications. |
| _____ | Plumbing material specifications. |
| _____ | Plumbing fixture schedule. |
| _____ | Gas schematic. |
| _____ | Drain, waste and vent schematic (note all fixtures in contact with grease, oil, etc shall drain |

Item	Requirement
------	-------------

	into interceptor or grease trap drain system).
--	--

	<input type="checkbox"/> Hot and cold water schematic.
--	--

	<input type="checkbox"/> Complete water calculations showing:
--	---

	<input type="checkbox"/> a) All existing and new plumbing fixtures.
--	---

	<input type="checkbox"/> b) Existing size of water meter and building supply line.
--	--

	<input type="checkbox"/> Minimum plumbing fixtures shall comply with IPC section and table 403.1.
--	---

24.	Include electrical plans showing all changes and new applications to original plan approvals:
-----	---

	<input type="checkbox"/> All existing conditions, all new conditions and all changes to original plan approvals.
--	--

	<input type="checkbox"/> Electrical material specifications.
--	--

	<input type="checkbox"/> Legend showing all electrical applications.
--	--

	<input type="checkbox"/> Lighting plan showing all:
--	---

	<input type="checkbox"/> a) Circuit identifications.
--	--

	<input type="checkbox"/> b) Existing systems.
--	---

	<input type="checkbox"/> Lighting schedule.
--	---

	<input type="checkbox"/> Power plan addressing all:
--	---

	<input type="checkbox"/> a) Circuit identifications.
--	--

	<input type="checkbox"/> b) Locations of panel boards.
--	--

	<input type="checkbox"/> Electrical equipment schedule.
--	---

	<input type="checkbox"/> Electrical one-line diagram showing:
--	---

	<input type="checkbox"/> a) All existing and new wiring methods.
--	--

	<input type="checkbox"/> b) Equipment.
--	--

	<input type="checkbox"/> Complete electrical load calculations addressing all existing, new and total amp loads.
--	--

	<input type="checkbox"/> Complete panel board schedule(s) showing:
--	--

	<input type="checkbox"/> a) All existing and new circuits.
--	--

	<input type="checkbox"/> b) All existing, new and total loads.
--	--

	<input type="checkbox"/> Provide complete electrical plans when hazardous conditions, materials or processes require an electrical classification. All wiring methods and equipment applications must comply with class, division and group requirements.
--	---

Building Accessibility Requirements

Provide complete details or sections addressing all requirements of each section as they apply to each building condition.

Requirement	ADA Section No.	ADAAG Section No.
Provide accessible doorways with a clear opening of 32" (min)		31.116
Handrails. Provide continuous handrails along both sides of stairway with 12" extensions beyond the last tread. Gripping surface width shall be between 1.25" to 1.5" diameter	4.9.4	31.106
Door maneuvering clearances on forward and side approaches	4.13.6	31.116
Landing must be within ½" of threshold	4.13.8	
Door hardware graspability and closure requirements	4.13.9.	
Drinking fountains and water coolers for wheelchair access and people with a limited ability to bend or stoop on forward and side approaches.	4.15	31.118
Water closets	4.16	31.119 and 31.125
Grab bars	4.16.4	
Toilet stalls	4.17	31.120
Urinals	4.18	4.16.5
Lavatories and mirrors	4.19n	31.122 and 31.125
Shower stalls	4.21	31.124
Toilet rooms	4.22 and 4.23	
Service counter. Provide a 36" x 12" counter area at 36" above floor level (min)	4.23	
Break room sinks	4.24, 4.25 and 4.27	
Alarms	4.28	
Telephones	4.31	31.132
Microwave ovens		4.32.4